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SEMI-ANNUAL REPORT

of the

City of Clarksburg, W. Va.

For the six months ending December 31, 1921

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Published by the City Council
February, 1922

CLARKSBURG CITY GOVERNMENT

Personnel.

Thomas Connell	Councilman, 1st Ward.
James W. Robinson	Councilman, 2nd Ward.
Thomas J. Parrish	Councilman, 3rd Ward.
Newell J. Hayman	Councilman, 4th Ward.
James S. Rodney	Councilman, 5th Ward.
Herbert E. Sloan, M. D.	Councilman, 6th Ward.
Charles T. Stealey	Councilman, 7th Ward.
James C. Garrett	Councilman, 8th Ward.
Cleveland M. Bailey	Councilman, 9th Ward.
Harrison G. Otis	City Manager
Dolliver H. Hamrick	City Clerk.
Glenn F. Williams	Police Court Judge.
Henry E. Reeder	City Treasurer.
Fred L. Shinn	City Attorney.
Thomas J. Lang	City Engineer.
R. Lynn Osborn, M. D.	City Physician
Kenneth L. Sappington	Chief of Police
S. Roscoe Hoffman	Chief of Fire Department.
Sally Scolley Page	City Librarian.

INFORMATION AND COMPLAINTS

To seek information or file complaints, the following schedule may be of service:

Subject	Phone	
Assessments		
Items and errors	92	Mr. Lang
Amounts and time due	440	Mr. Reeder
Birth Certificates	331	Miss Wilkinson
Building Permits	440	Mr. Hamrick
Building Lines	92	Miss Wilkinson
Burial Permits	331	Miss Wilkinson
Crematory	331	Miss Wilkinson
Death Certificates	331	Miss Wilkinson
Dog Licenses	440	Mr. Hamrick
Fire	112	Any one answering
Garbage	331	Miss Wilkinson
Grade & street lines	92	Mr. Lang
Licenses	440	Mr. Hamrick
Milk licenses and tests	331	Miss Wilkinson
Paving	92	Mr. Lang
Police	58	Desk Sergt. of Chief
Poor, Care of	331	Miss Wilkinson
Quarantine	331	Miss Wilkinson
Sewers	92	Mr. Lang
Sidewalks	92	Mr. Lang
Street lights out	58	Desk Sergeant
Streets	92	Mr. Lang
Taxes	440	Mr. Reeder
Waste Collection	331	Miss Wilkinson
Weights & Measures	331	Miss Wilkinson

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UNIVERSITY OF ILLINOIS LIBRARY
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First Semi-Annual Report

(July 1 to December 31, 1921)

REMOTE STORAGE

Submitted to the City Council,
City of Clarksburg, W. Va.
By the City Manager.

BOOKSTACKS OFFICE

FOREWORD AND SUMMARY.

Gentlemen:—

The following brief report presents some of the activities of the city government during the six months ending December 31, 1921. This has been compiled from more detailed reports submitted to me by my fellow workers. To them, in a large measure, belongs the credit for whatever progress is being made—a credit shared by you, as councilmen, with whom it is an honor and pleasure to be associated, and by the public and the press, without whose co-operation no government can well succeed.

Several of the items recorded are matters of routine that would doubtless have occurred under any conditions. Many are forward steps made possible by the new charter. While both you and the people you represent appreciate the handicaps that have confronted us, we offer neither excuses nor apologies on the one hand, nor claim glory on the other. It is an uphill pull and only just begun. Points of especial interest may be summarized as follows:

A thoro audit of city accounts for the preceeding two years published in pamphlet form;

Several damage claims settled to advantage of the city;

Assessments for $340,000 of improvements, contracted for under old charter, adjusted after long and careful consideration;

Licenses refused to questionable hotels and poolrooms;

Floating debt of $98,000 reduced by $61,484;

Itemized budget prepared, reducing general fund expenses 22%, or over $44,000 under corresponding expenses of previous year;

Expenditures kept within estimates by careful report system;

Eighty-six per cent of taxes collected;

Bonded debt of $841,800 reduced by $154,700;

Model sanitary code enacted and enforced;

Full-time health department created and organized;

Bureau of vital statistics established under state authority;

Threatened epidemic of diphtheria broken up and decrease in cases started in October, in face of nation wide increase;

Public milk supply protected by license system, inspection of dairies and testing of milk, with marked results;

Rigid inspection of restaurants, markets and other places where food is produced and handled, instituted;

Chemical and biological laboratory established;

City garbage and waste collection system inaugurated;

High-temperature, 30-ton incinerator erected and financed thru co-operation of chamber of commerce;

Public charity work centralized thru co-operation of county court;

Complete traffic ordinance passed and enforced;

Taxicab and baggage transfer rates regulated and reduced by law;

Comprehensive penal code enacted, increasing many penalties and adding sections as to prohibition, drug traffic and gambling;

All school children instructed in fire prevention, over 4500 home fire inspection blanks distributed to scholars, of which 2400 were filled out at home and returned to the fire chief;

Fire inspections increased and condemned buildings destroyed;

Fire loss per capita reduced to 17c as compared to 38c per capita for the same period in 1920;

Fourteen paving and sewer contracts let, of which eleven are completed;

Contract for Main Street Bridge completed; arch filled with 3,000 cubic yards of earth at no expense to the city;

Sidewalk construction orders to total number of 552 (approximately 23,000 lineal feet) issued, as compared to 16 orders for the last six months of 1920;

More grading and cindering of dirt roads done in six months than during entire previous five years;

Six bridges refloored or otherwise repaired;

Public library circulation more than doubled;

Complaint system centralized and speeded up;

Co-operation of state and county governments, business and civic organizations of banks, schools and churches, and of many individual citizens, received and sincerely appreciated.

ADMINISTRATION AND FINANCE

Council-Manager Plan Succeeds Commission Form of Government.

The government of the City of Clarksburg passed from the hands of a commission of three to a council of nine members on May 1, 1921, under the terms of the council-manager charter enacted by the state legislature last March. The new charter provides for the election of city council by wards, each member representing one of the nine wards, and for the appointment of a city manager by the council.

The city manager, "by and with the consent of the city council," appoints all administrative officers and may "employ and discharge at will all other employees of the city, except employees in the police department and in the water department." The police department is under the direct supervision of the police court judge, while the Clarksburg Water Board is practically a separate municipal corporation, its members being elected directly by the people.

The city council appointed John L. Ruhl as temporary manager. Mr. Ruhl served most ably during the first two months, appointing, with the co-operation of the city council, most of the department heads and making comparatively few changes in the existing personnel. He was succeeded July 1st, the beginning of the new fiscal year, by the present city manager.

Non-Partisan Appointments

Section 51 of the new charter provides, that: "No person in the service of the City of Clarksburg, or seeking admission thereto, shall be appointed, reduced or removed, or in any way favored or discriminated against because of political opinion, affiliation, or because of race, color or religious belief." Carrying out the spirit of the charter, the city council has never enquired as to the party affiliation or religious belief of the city manager, nor has the manager ever asked a prospective appointee as to what party or church he belongs. First consideration is given to experience and ability.

City Council Kept Busy

The charter calls for two regular meetings of the city council each month, a total of 12 in six months. The actual number of council meetings has been 36. Among the many activities of the council have been:

The passing of 27 ordinances and 37 resolutions;

Granting of 223 building permits for $326,385 worth of construction;

Granting of 597 licenses;

Refusal of licenses to many questionable hotels and pool-rooms;

Ordering of 552 sidewalks built or repaired;

Auditing and authorizing payment of 524 accounts against the city;

Settling several damage claims to the city's advantage;

Hearing complaints and adjusting assessments in connection with $340,000 of improvements contracted for under the old charter.

City Accounts Audited.

One of the first acts of the new council was to have all city books and accounts, for the preceding two years, audited in full by the state tax commissioner's office. The auditor's report covered the period from July 1, 1919 to April 30, 1921 and set forth in detail the financial condition of the city. It showed the general fund budget for the fiscal year ending June 30, 1921 already overdrawn some $8,300, with more than $20,000 outstanding invoices and other obligations still unpaid and this with two months—the period of heaviest expense, in no way provided for. Since the completion of this audit, many additional unpaid accounts have been brought to light and are still making their appearance. The results of the audit were published in full in pamphlet form and made available to the public.

Floating Debt Reduced $61,484.

The floating debt, for the payment of which the charter holds the present city council responsible, amounted on June 30, 1921 to approximately $98,000 as follows:

Outstanding "no-fund" orders at interest	$32,753.42
Unpaid invoices in hands of city clerk	14,786.83
Accrued city payroll	5,954.48
Accrued office rent	7,492.50
Damage awards, contracts, notes (estimated)	37,012.77
Total current liability	$98,000.00

To liquidate as much as possible of this debt and still have funds for operating the city government was the first big problem of the new year. To have provided for the wiping out of the debt in whole from general fund revenues would have been unpardonable folly. A special levy of 12 cents was laid. This should yield some $37,700. The "no-fund" orders were provided for in the general fund. By December 31st, $61,484.66 has been paid on this debt and more will yet be paid, but a part must be carried over until next year.

General Expense Budget Cut $44,000

For the first time, a detailed, itemized budget was prepared, based upon corresponding expenses for the preceding year. These actual expenses were arrived at by subtracting from the disbursements shown on the clerk's books, all accounts payable June 30, 1920 and adding accounts payable June 30, 1921. This process showed the general fund expenses for the preceding year to have been $235,856.33.

The treasurer estimated sundry receipts from licenses, fines &c	$ 55,179.06
and placed the amount from taxes at 50c per $100 valuation at	168,947.21
This made the total estimate of revenues for gen. f'd purposes	224,126.27
After deducting from this estimate amount of outstand'g orders	32,753.42
We had left for current operating expenses, a net of but ..	$191,382.75

Consequently **the budget had to be cut more than $44,000 or 22% under the corresponding expenses for the year ending June 30, 1921.**

Rigid Economy Required

The report of the city clerk shows that during the first six months, the disbursements from the general fund, exclusive of those for old "no-fund" orders and waste collection, have totalled $101,746.55. It will require the most rigid economy to even approximate the budget estimates in the face of the many demands for bridge, sewer and street repairs and the financial handicap under which we are laboring. When it comes to a question of public safety or debt reduction, the council has felt that its first duty is to protect the life and property of the citizens. Expenditures are being reduced to a minimum by competitive buying and careful records and reports.

Eighty-Six Percent of Taxes Collected

The treasurer's report on December 31st shows the total amount of property taxes collected so far to be $253,284.66 as against $185,641.56 for the same period last year. This is due in part to the increased rate covering levies for a full time health department and for liquidation of bonded and floating indebtedness. Yet the ratio of taxes collected this year is 86% against 80% for 1920.

BONDS TO AMOUNT OF $172,700 REDEEMED

(Corrected to February 14, 1922)

The bonded indebtedness of the city, exclusive of water works bonds, on June 30th, 1921 was		$841,800.00
The city has since paid off bonds amounting		172,700.00
Leaving the amount outstanding		$669,100.00
To arrive at the city's net debt, we substract:		
Amount in sinking fund	$ 18,737.35	
Sinking fund cash with treasurer	15,953.65	

Uncollected sinking fund taxes	17,000.00	
Outstanding assessments	150,613.96	
		$202,304.96
Making the net debt of the City, except water bonds		$466,795.04
Outstanding water works bonds are	$477,400.00	
With sinking fund amounting to	10,615.64	
Adding the Water Board's net debt		$466,784.36
Gives us the **total city net debt** as		$933,579.40
This means that our **debt margin** is		$755,941.70
Since our assessed valuation is $33,790,422 and the total Net debt limit is 5% or		$1,689,521.10

HOW THE $900,000, 1919 BOND MONEY WAS INVESTED

Water Board Bonds. (Appropriation $300,000)

Extension of water system	$300,000.00	
Net bonds funds to be repaid by taxes		None

Bridges and Approaches. (App. bridges only, $158,000)

Adamston Bridge	$119,925.20	
Sycamore Street Bridge	42,433.57	
Main Street Bridge	41,271.98	
Pike Street Bridge	41,200.41	
Hartland St. Bridge	11,302.92	
Total for Bridges & Approaches	$256,134.08	
Paid by Traction Company (net)	23,304.18	
Net bond funds to be repaid by taxes		$232,829.90

Fire Stations and Equipment. (Appropriation $75,000)

Equipment and expense	$ 43,592.61	
East End Station	6,240.89	
West End Station	9,196.64	
Central Station	2,189.97	
Net bond funds to be repaid by taxes		$ 61,220.11

Streets and Sewers. (Appropriation, $367,000)

	Cost	Assessments
Bond election and sale	$ 20,473.01	
Main St. sewers	36,842.95	$24,089.34
Pike St. sewers & paving	170,523.85	129,454.97
Elk St. Paving	9,108.22	8,608.22
Hornor Ave. sewer & paving	35,103.34	28,257.26
So. 7th St. Curb	1,992.45	1,901.23
W. Main, S. Chestnut & Ferry Streets, sewers	46,014.67	23,253.98
Total used for streets & sewers	$420,058.49	
Total assessments for same		$215,565.00
Net bond funds to be repaid by taxes		$204,493.49

Total 1919 bond funds payable ultimately by taxes $498,543.50

Note: The excess of bridge expenditures over bond appropriation was considered chargeable to the street account, due to the cost of approaches. There is still a margin of $13,669.89 in the 1919 bond fund for fire purposes at such time as a central station is built. Under "Streets and Sewers," the entire cost of the improvement is listed.

HEALTH AND SANITATION

Model Sanitary Code Enacted

Among the first forward steps taken by the new council was the enactment of a model sanitary code, providing for a full time health department and detailed regulation of public health matters. This department has been organized and is financed by a special three cent tax levy, to which is added an annual stipend from the state board of health of $2,000 and the fees derived from milk licenses. The personnel comprises of a full-time city physician, two inspectors and a secretary. The city physician has been appointed health officer and registrar of vital statistics by the state and overseer for the poor of the city by the county court.

Diphtheria Epidemic Forestalled

In common with other cities throughout the country, Clarksburg seemed to be facing an unusually large number of diptheria cases last fall. Diphtheria is to some extent a seasonable disease, the number of patients generally increasing from September to January or February and then decreasing as spring approaches. The new health department started work October 15th. At that time the diphtheria wave was nicely started. New cases being reported daily and as many as eight reports came in on a single day. By rigid quarantine, wholesale inspection of schools and occasional prosecutions, the situation was taken in hand and a decrease of cases started within ten days. **There were 30% fewer cases on hand December 31st than on October 15th. Only one new case has been reported within the past ten days.** The U. S. government report shows a steady increase during this same period in most other cities. For the two and one-half months, there were 110 cases reported, 94 discharged and but one death recorded.

Instead of discharging a diphtheria patient after 14 days without examination, as had been the practice, two negative throat cultures are now required. **Of the first 54 cultures thus made, only 12 showed the patient ready to be released on the 14th day.** Some patients were kept in quarantine more than 40 days. **Formerly, all 54 would have been turned loose and would doubtless have spread the disease broadcast.** A total of 714 of these cultures were made during the two and one half months. Other contagious diseases are handled with like thoroughness. Whenever scarlet fever is reported, every effort is made to trace down the source of contagion and in all but three instances, the source has been found and blocked off by quarantine.

Public Milk Supply Protected

Supervision of milk production and distribution has been secured by a license system, by inspection of dairies and by testing of milk. The wholesomeness of milk is guaged very largely by the

number of bacteria it contains. The sanitary code is lenient on this point and permits milk to be sold which contains as high as 300,000 bacteria per cubic centimeter, yet in spite of this leniency several dealers have had to improve their methods of handling milk in order to stay in business.

In one case the bacterial count ran as high as 76,000,000 per c. c. making the milk dangerous in the extreme. Bacteriology speaks of milk of this kind as sewage. **In two cases, great quantities of diphtheria baccilli were discovered in the mlik.** One of the larger dairies was producing milk under such crude methods that the bacterial score ran to 28,000,000. After two days detailed instruction by the city inspector, this count was reduced to 2,800—a prenominal record, and at present the count remains about 3,000. **Even the 76,000,000 case was reduced by the city's aid to 3,000.** Thus some of the worst local supplies have become among the best. The health department is now establishing a laboratory where chemical and biological tests can be made.

Poor milk is directly responsible for much infantile sickness and death. **If the life of even one Clarksburg baby can be saved this coming summer by assuring good milk, it will be quite worth while.** At the present the milk being sold in the city is of high standard.

Restaurants Graded as to Sanitation

Thorough inspection of hotels, restaurants, markets, groceries and all other places where food is produced or handled for the public, is now being carried on by the city food inspector. Eating places are carefully scored on a standard schedule as to cleanliness and methods. Numerous improvements in restaurant procedure and equipment have been made as a result of this service.

Garbage and Waste Collection by City

In July, city garbage and other waste was being collected by some 30 private collectors, using any sort of cart that came handy and charging whatever the traffic would bear. Shallow, leaky waggons were dripping wet garbage and scattering papers over the pavements while the odor of uncovered refuse filled the air. A city collection system has been inaugurated, using trucks and trailers with sanitary metal bodies and heavy tarpaulin covers. Since there was no room in the tax budget for the expense of this collection, and since the people were accustomed to pay the collector for his work, the city is financing the service by uniform charges in the residence section and special contracts with business places, based upon the amount of service required. The residence charges for one collection weekly are 50 cents per month, or $5 per year; for two collections a week, where such schedule is possible, 75 cents per month or $7.50 per year. These rates are, of course, payable in advance and most of the customers are paying by the

year, thus saving 20% for themselves and helping to finance the new project during the initial period of heavy expense.

Residence collections are made in the day time and the business section is covered at night, thus allowing double use of the equipment and cleaning up the center of the city after dark. Several private collectors are still in business, but are required to meet the new regulations as to equipment.

Thirty Ton Crematory Built

Our waste disposal system consisted of a broken down 10 ton crematory, located over a coal mine, on leased land, up a hill approached by an almost impassable road, and a dump in a big hollow behind the hill, down a steep, private mud road, for the use of which the city was charged a high rent. It was found impossible to reach this dump by truck, so the old crematory was repaired temporarily and extension of the lease secured. The plant was comparatively new, and only half paid for, a note for $5,200, plus interest, falling due in July, although the lease upon the land where the plant was built expired in June.

During such time as the old plant could be used, it has been worked overtime to dispose of the waste collected by the city, the old dump being reserved for the private collectors, the city having their waste burned for them. A part of the time, burning garbage in the open has been the only expedient possible.

A tract of land has been bought, about half a mile east of the city on the old Northwestern Turnpike, and a 30-ton high-temperature incinerator erected. It will be ready for service about February first. The contract price is $13,000, the city paying but $3,000 cash, and the contractor accepting a non-negotiable note for $10,000 maturing January, 1923, signed by 20 business men who lent their credit to the city in the amount of $500 each. The city did not have sufficient money on hand and could not legally give a note payable next year. The members of the council have agreed, as individuals, to use every effort to see that the $10,000 is provided for in the next budget. The chamber of commerce co-operated with the city by securing the underwriting of this note.

PUBLIC SAFETY

Traffic and Taxicabs Regulated

A complete traffic ordinance has been enacted and enforced. All taxicab drivers have been placed under bond and maximum rates for passenger fare and baggage transfer established by law. **Taxicab fares in zone 1,** comprising the heart of the city and including the depot, interurban station, hotels and hospitals, **were reduced from 50 cents to 25 cents,** while single passenger fares from the center of town to the outlying districts were cut from $1.50 to 75 cents. Traffic booths have been erected at important street intersections without expense to the ciy.

Complete Penal Code Enacted.

A comprehensive penal code of 62 sections, including such of the penal ordinances as had not been previously redrafted to meet the terms of the new charter, increasing penalties for most offences and adding sections dealing with liquor and drug traffic and gambling has been enacted and becomes effective in January, 1922.

The police department is composed of 17 officers while the standard number for a city of this size is 33. The resident section is not patrolled at the present time. The number of arrests for various offenses during the past six months is reported as follows:

Drunkeness	492	Violating Sunday Law	20
Disorderly conduct	180	Assault and battery	12
Traffic violations	162	Resisting arrest	10
Immoral assembling	82	Health code violations	7
Loitering	71	Building code violations	22
Gambling	27	Animals impounded	12

Juveniles turned over to probation officer and certified to Juvenile Judge 7
Prisoners turned over to state and federal authorities for prosecution 26
Complaints withdrawn by order of court or chief of police 60
Total number of arrests for all causes **1172**

The total amount of fines received for this period amounted to $7221.85. The comparative figure for the last six months of 1920 is placed at $5536.74. The record of convictions for drunkeness has been unusually high, due in part to low penalties, to the alertness of the police and to the large supply of illicit liquor. The new penal code, by increasing the amount of fines, and discouraging the manufacture and peddling of moonshine, should reduce this drunkeness.

School Children Become Fire Inspectors

During fire prevention week, the fire Chief visited every school in the city and instructed the children as to methods of fire prevention, distributing among them some 4,500 home fire inspection blanks. **Fully 2400 of these questionnaires were filled out with the aid of the parents and returned through the teacher to the fire chief.** The educational value of this inspection to both parents and children is self-evident.

During the six months there were but 35 fires credited to the following causes:

Cause unknown	8
Gas heaters (leaks and carelessness	9
Burning of trash	6
Cigarettes and other smoking	5
Fire crackers	2
Spontaneous combustion from oil mop	1
Children playing with matches	1
Carelessness with candle	1
Careless handling of keosene	1
Automobile fire from gasoline	1

The total loss is placed at $4,905 on which insurance to the amount of $3,950 has been paid, making the net loss to the property owners but $955. **The total loss per capita was 17 1-2 cents** as com-

pared to 38 cents for the same six months in 1920. Continuous inspection of the business district is carried on by the department and three buildings condemned as fire hazards have been destroyed.

PUBLIC SERVICE

Fourteen Paving and Sewer Contracts Let.

Nine paving and five sewer contracts have been let since July 1st. Of these fourteen contracts, all but three have been completed. The total cost of these improvements approximates $150,000. In addition six other sewers were constructed by city forces or private individuals under city supervision.

The contract for construction of the Main Street bridge, let during the preceding year, has been completed and the arch filled with some 3000 cubic yards of earth at no expense to the city, partly from paving jobs and partly by excavation for private building projects.

Six Bridges Refloored and Repaired.

Many of our older bridges were found to be in a dangerous condition demanding immediate attention. The Point Comfort bridge, the Montpelier bridge, the Industrial bridge and the foot bridge from Stealey to Point Comfort, required new flooring throughout, while considerable repairs were made on the Sixth Street bridge and the Broad Oaks foot bridge. The total cost of this bridge work is over $7000 although the budget estimated but $2000.

Over 500 Sidewalk Orders Issued.

Within the six months period, 552 orders have been issued by the Council for sidewalk construction and repairs, compared to 16 similar orders the year before. **When these orders are all complied with they will add 23,000 feet of good sidewalks, nearly 4 1-2 miles.** Construction of concrete walks has been temporarily postponed by cold weather. The city will proceed in the spring to contract for the construction of all sidewalks ordered in and not built by the property owners.

More Street Work Than in Five Years.

The engineering department reports that more work has been done on our dirt roads in six months than during the entire previous five years. **Over 32 miles of ditches and drains** have been made by the road machine and the pick and shovel crew; 70 of our unimproved streets being thus graded. **Some 750 truck loads of cinders and 50 loads of broken brick and crushed rock have been hauled and spread.** A brick layer has been employed continuously in repairing the brick paving and the traction company has been

persuaded to do considerable work along the same line on the paving between their tracks. Much remains still to be done.

Not a great deal of street cleaning has been possible, due to lack of men and equipment. At that, some 120 truck loads and 2,600 push cart loads of dirt have been removed from the pavement, cleaning approximately 702,000 square yards, in addition to the flushing of some 172,000 square yards, by street hose. The street force consists of but twelve regular employees.

PUBLIC LIBRARY

Circulation of Books Doubled.

The Clarksburg public library is a comparatively young institution but growing rapidly and deserving of more funds and patronage. The total appropriation this year is only $3,370 derived from a one cent special tax levy. The salary of the librarian is in no way commensurate with her ability and efforts. She receives but $100 per month from which she voluntarily deducts $20 to pay an assistant. The following comparative summary merits public approval:

Juvenile Circulation

Last 6 mo. of	Fiction	Classified Literature	Periodicals	Total
1921	4176	136	303	4615
1920	2135	85	225	2445
Increase	2041	51	78	2170
Adult				
1921	3737	467	483	4687
1920	1571	186	362	2119
Increase	2166	281	121	2568

This makes the total circulation for the last six months of 1921, 9302 as compared to that for the same period a year before of 4564, a **gain of 4738 or more than 100%.** The number of people using the reading room was likewise doubled. Since July 1st, 1921, 519 books have been added and 17 withdrawn, bringing the total number of volumes now in the library to 4,002, a small but promising beginning.

PUBLIC RELATIONSHIPS

Handling of Complaints Systematized.

Recently the handling of complaints has been systematized to the mutual benefit of the city and the public. Most complaints are received at the council chamber which serves as a waiting room and is presided over by a secretary who represents the offices of the city manager, the city engineer and the city physician. These complaints are delivered by telephone, by letter and by person and

are recorded, with such information as is available, on duplicate complaint blanks. The original copy goes to the officer detailed to attend to the matter in question and the duplicate is filed with the head of the department concerned. A report is made to the department head by the investigating officer and the original complainant notified by card as to the results of the investigation when advisable. Several hundred complaints have been handled in this manner.

Co-operation of Public Received.

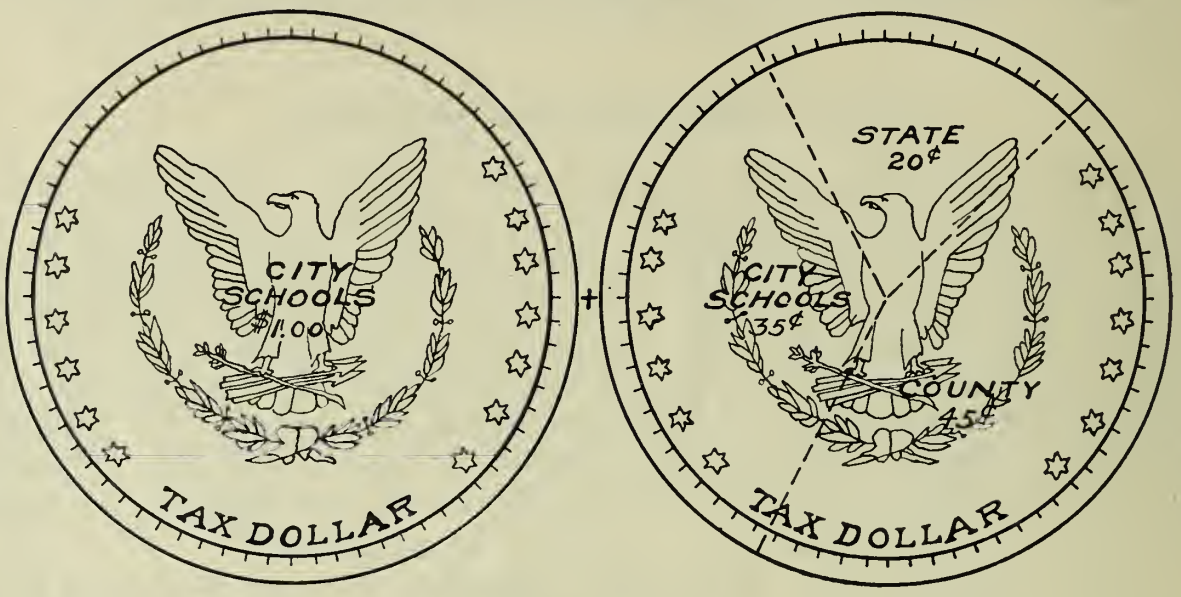
The co-operation of the state department of health, both morally and financially has already been mentioned, as has that of the county court in centralizing city charity work. The chamber of commerce has co-operated not only in the matter of financing the new incinerator but by devoting forum meetings to the discussion of city affairs and by taking the initiative in the question of metal street poles and other projects before the people. The banks came to the city's rescue when $78,000 of bonds fell due October 1st, with no funds on hand for their payment, and carried the burden until tax and assessment money was available.

The schools have been most friendly in matters of public health and fire prevention. The milk dealers association is working in harmony with the health department and the several social agencies have carried more than their share of the public charity and health burdens. Other organizations and many individuals have been most active in their support of the council's efforts to give the city of Clarksburg the sort of government it deserves and desires.

WHERE $1.00 OF THE CITY TAX MONEY GOES

Debt Service:			
Improvement bonds; payment and interest		34c	
Floating debt, (special levy)	12c		
Floating debt, delinquent taxes, &c, (general fund)	11c	23c	
			57c
Operating Expenses:			
Council and manager	2c		
City building, ½c; city attorney, ½c	1c	3c	
Advertising and printing	2c		
Finance and accounts	2c	4c	
Fire protection		7½c	
Police protection		7½c	
Street, sewer and bridge maintenance		10½c	
Street lights		4½c	
Crematory		2 c	
Health (special levy)		3 c	
Library (special levy)		1 c	43c
			$1.00

THE TWO DOLLARS COLLECTED BY THE COUNTY



THE ONE DOLLAR COLLECTED BY THE CITY

HOW TAX MONEY IS APPROPRIATED

The total tax rate on Clarksburg property for 1921 averaged $3.00 on $100 valuation. Of this $3.00, $2.00 is payable at the court house as follows: $1.35 for city schools, $.45 for the county and $.20 for the state. The city tax rate is $1.00.

TENTATIVE IMPROVEMENT PROGRAM

The following program of street improvements is tentative. It may be changed upon request of any considerable number of property owners concerned. Streets may be added or omitted, or the time of starting the work altered. The purpose of presenting this program is to aid in finding out just what the people want.

Should the proposed bond issue carry, the city would have money with which to pay its share, and the property owners would have a chance to pay their share in ten annual installments at low interest. Otherwise only a very small part of the work can be done this year.

In this list, those improvements which seem to merit first attention are marked "A" and effort will be made to get them under way this year, although there are too many of them to warrant definite promises. Those marked "B" might be handled in 1923, if the bonds are voted.

Paving.

Ward 1. **A**

Main (Elk to Phillipi), **Park** (Main to Jackson), **Terra Cotta** (Main to Pike), **Florence** (Pike to Bridge).

B

Oak (Pike to Jackson), **Jackson** (Church to Linden), **Church** (Pike to Grant), **Linden** (Phillipi to B. & O.), **Factory** (Phillipi to Pike), **Phillipi** (Charleston to Factory), **Drummond** (Charleston to Factory), **Pike** (Brown to Florence).

Ward 2. **A**

St. Clair (North to Buckhannon), **Orchard** (St. Clair to Harrison), **North** (Howard to Haymond Hwy.), **Harrison** (Point to Bridge), **Haymond Hwy.** (Point to Buckhannon), **Jarvis** (or Quincy) (Haymond Hwy. to Buena Vista).

B

Broadway (Main to limits, car tracks), **Main** (Broadway to Capitol), **Spring** (St. Clair to Buckhannon), **Hedge** (all), **Alley** (Daisy to Howard), **Austin** (Jarvis to Ross), **Ross** (Austin to Haymond Hwy.), **Ocella** (Daisy to Harrison), **Lang** (Marshall to Waldeck).

Ward 3. **A**

Denham (all), **Webster** (Lincoln to Sherman), **Virginia** (Lincoln to Sherman), **Second** (Mechanic to Elliott), **Elliott** (Second to Jarvis), **Jarvis** (Elliott to Mechanic), **Main St. Bridge, Elm** (part) **Carr** (part).

B

Monticello (Main to Bridge).

Ward 4. **A**

Traders (Fourth to Third), **Main** (Second to Sixth) **No. Fourth** (Clark to Baltimore), **No. Fifth** (Werniger to Clark), **Ohio** (part), **No. Fourth** (1 blk. G. E. No. 2).

B

Pike (Sixth to Main); **Sixth** (Main to Bridge), **Traders** (Sehon to Sixth), **Gore** (Machine to Sheridan), **Sheridan** (Gore to First) **School** (First to Third), **Hewes** (Fourth to Second), **Werniger** (Fifth to Sixth),

Ward 5. **A**

Main (Sixth to Pike), **Locust** (continued to Peck), **Sycamore** (Mulberry to North View).

B

Traders (Sixth to Chestnut), **Peck** (Pike to Creek), **Methrel** (Pike to Main), **Hartway** (Pike to Locust).

Ward 6 **A**

Hickman (Second to Holden), **Lee** (Third to Holden), **Third** (Mechanic to Lee), **So. Fifth** (Hornor to Lee and Wilson to End), **Wilson** (So. Fifth to Preston), **So. Seventh** (Lee to Wilson), **Sumner** (Main to Boughner). **So. Chestnut** (Complete).

B

Hickman (Preston to So. Fifth).

Ward 7 **A**

Milford (Bridge to North), **Hart** (1 Blk. east of Duncan), **McDowell** (part), **Euclid** (Milford to Woodland), **Magnolia** (Traction to Milford), **Hartland Bridge, Ash** (or Orchard), (Coolidge to Woodland).

B

Milford (North to limits), **Liberty** (Traction to Quentin), **Woodland** Euclid to End).

Ward 8 **A**

Adamston Bridge and approaches, **Pike** (Garrett to limits), **Weston-Fairmont Pike** (limits to limits) **Garrett** (Pike & Adams).

B

Church (Pike to Charles), **Mines** (Pike to end).

Ward 9 **A**

Sixth (Fayette) (Hamill to Rolland), **Rolland** (Sixth to Seventh), **East** (Franklin) (Rolland to Denham or Hardy), **Hamill** (First to Glass), (Sixth to Seventh) (Fairis to Main or Pershing), **Main** (Hamill to Rolland).

B

Fairis (Rolland to Logan), **Hamill** (Main to East), **Rolland** (Sixth to proposed bridge across river.

Sewers A

Main (Maple to Park), **Main** (Second to Sixth), **Adamston** (Mines to River), **North View** (Seventh Street), **Stealey Heights** (Stealey Ave. to River), **Magnolia Ave.** (about 800 ft.), **So. Third** (Lee to Main), **Lee** Third to Holden).

B

Broad Oaks: **Hobgoblin** and **Ocella.**

PROPOSED BOND ISSUE

Requests are frequently made for public improvements that can be financed only by a bond issue. Such an issue at this time would:

1. **Reduce taxes for the next few years.**
2. **Create work for hundreds who need it.**
3. **Bring thousands of dollars of outside money into Clarksburg.**
4. **Permit improvements benefitting every section of the city.**

Those projects for which there seems to be the greatest popular demand would cost the city about $500,000. This can be borrowed by issuing bonds and be paid back in small installments at low interest during the next 34 years.

Additional bonds for perhaps $500,000 in anticipation of paving and sewer assessments would permit property owners to pay their share of street improvements on the ten year installment plan at a low rate of interest and would increase neither the net debt of the city nor the taxes to be collected, as both principal and interest would be met by these assessments. A third set of bonds would allow extension of the water works system to residence sections now without any water supply for household use or adequate fire protection. The amount requested by the water board is $200,000. Of course these bonds would not affect the taxes at all as they are payable from water board income entirely.

Taxes Would be Reduced

Should the council and the public favor this bond issue, taxes for the coming year could be materially **reduced.** The first $500,000 mentioned above is the only part of the issue that must be provided for from taxes. **The only payment required from taxes for the next three years is $25,000 annually for interest.** After that, $16,000 worth of bonds could be retired each year for 31 years, with an added $4,000 the last year. The reduction of taxes for 1922 is easily proved.

If this issue is voted, it would:

1.	Return to the general fund:	
	(a) Money advanced on Colonial Building stock in 1919	$16,000
	(b) Money advanced on the new crematory and site in 1921	6,000
2.	Make unnecessary the collection of general fund taxes for:	
	(a) Redeeming crematory note	11,000
	(b) Paving bridges and intersections and sewering	22,000
	(c) Rent on fire station, city offices and garages, over	5,000
	Or a total benefit to 1922 taxpayers of	$60,000
	Against the bond interest needed of	25,000
	Allowing a reduction on these items of	$35,000

Jobs for the Jobless and Others

Should the people favor issuing these bonds it would permit an improvement program amounting to over $1,200,000. Nearly half of this amount would be spent for labor. Turning loose $600,000 in wages during the next two years would greatly relieve the unemployment situation and consequently all other lines of business.

Outside Money for Clarksburg

Probably most of the bonds would be sold in New York. In that event we would have over $1,000,000 of outside money to spend here in the next two years and not need pay it back until later, and then in small installments.

Improvements for all Sections

The proposed program of improvements as listed below would benefit all parts of the city either directly or indirectly.

The extension of fire protection by added water mains and a modern fire alarm system; the police alarm system; paving and sewers, are direct benefits that would reach every ward.

The proposed bridges and sanitary improvements of Elk Creek while locally beneficial, affect a large number of people.

The central fire station, city building and a city park are of a general nature.

Streets, Sewers, and City Plan $150,000

The city engineer and the city manager with the co-operation of the councilmen have prepared a tentative program of paving and sewering, based largely upon requests from property owners. This includes the paving of several bridges and some 80 streets. Such a program would take several years to work out if we are compelled to raise the city's share by general fund taxes. If the proposed bonds are voted, most of the work can be done in the next two or three years and the cost to tax payers scattered over some ten succeeding years. The amount proposed is based upon the engineer's estimate of the City's share of this program, with a small allowance for a comprehensive city plan to guide the growth of the city along scientific lines.

Fire Station, Fire & Police Alarms & Equipment $88,000

The city has been ordered to move its central fire station this spring. From the looks of it, a few men could move it with little effort, but there is no place to put it. Our present station housing $50,000 worth of equipment, most of it new, is itself a flimsy fire trap. There is still some $13,000 left over from the 1919 bond issue. This added to the $88,000 would allow approximately $30,000 for land on which to erect the station, $40,000 for the station, $10,000 for a new engine for the west end station and some $23,000

for a complete fire and police alarm system extending to all sections of town. The central station and the fire alarm system are necessary in order to retain our present fire insurance rate schedule.

Crematory Plant $17,000

Payment for the new crematory plant, already erected should be provided for by bonds. The land cost $1500; the crematory, $13,000 plus interest and the balance of the proposed total amount is needed for a well, a roadway and othed accessories. Some $6,000 will have been advanced from this year's current tax funds and would be returned if the bonds are issued. A note for $10,000 endorsed by 20 business men matures next winter and must be met by the city. The plant is now in operation and appears to be very satisfactory.

Colonial Building $90,000

The Colonial Building, where the city offices are now located, is valued at $114,600 and is owned by the Colonial Building and Realty Company. The city has contracted for two-thirds of the stock of this company and has already paid $41,000 from the general fund; $16,000 in 1919, and $25,000 from the budget of 1920. By paying $20,500 for the other third of the stock and redeeming outstanding mortgages and notes to the amount of $53,100, the city would become sole owner of the building. The proposed $90,000 would permit these transactions and the return of $16,000 to the general fund.

Public Market, City Garage & Storage Yard $25,000

The purchase of a small tract of land near the center of the city would permit the establishment of a public market at little expense and the erection of a city garage, both of which projects have much to commend them. One of the sites now being considered is admirably suited to both purposes. There appears to be a genuine demand for a public market which would encourage the increase of garden, poultry and dairy products, with opportunity for direct sale to the housewives.

The city garage and storage yard are badly needed as we lack adequate housing for our equipment and are paying considerable rent.

Point Comfort Bridge $40,000

The present bridge on Pike Street connecting Point Comfort with "Old Clarksburg" is too narrow to permit a street car and an automobile to pass each other. A wider concrete bridge would allow a straightening of the road and open up for residence purposes, the present unsightly tract at the west end of the bridge. The Traction Company will undoubtedly contribute toward the construction of the bridge.

North View Bridge $30,000

The logical location for a bridge from North View to Adamston is just beyond the city limits at the bend of the West Fork River. Such a bridge would accomodate approximately 150 North View students attending high school in Adamston who must now make a big detour, and would afford a shorter route through the city to the Fairmont and Pennsylvania road. The estimated cost is placed at $75,000. Should the county construct this bridge or pay for the major portion of it, the $30,000 would build the necessary approach on the North View side or help toward payment for the bridge.

Elk Creek Sanitary Improvements $10,000

The logical and ultimate solution of the city's sewer problem is the construction of a large sewer main along the bank of Elk Creek. This project would cost possibly a quarter million dollars and cannot be undertaken for several years. Meanwhile, the deepening of the channel at certain places, the connection of sewer outlets with the water and the possible construction of canal lock dams at advantageous points would doubtless greatly relieve the present situation which causes an almost unbearable nuisance during dry weather.

Ball Park, Athletic Field and Swimming Pool $50,000

Clarksburg is practically devoid of park space and has not one well equipped park or play ground. The project being considered is the acquiring by condemnation and purchase of some 20 acres lying near the center of the city between South Chestnut Street and the West Fork River and converting the tract into a park and recreation field with provisions for baseball, football, tennis, swimming, boating, play grounds and picnic purposes.

Upon the completion of the South Chestnut Street paving this park could be reached from the city building by auto in 5 minutes, by walking in less than 15 minutes and by trolley via Stealey and a foot bridge in short time. This is the last suitable tract left within the city limits and it must be bought soon or never and its purchase and equipment seem highly desirable. The amount proposed should permit the equipping also of the North View park and possibly other neighborhood play ground projects.

Time Propitious

There never was a better time to undertake public works than now. The President's Conference on Unemployment is urging that every patriotic community push public works to the utmost. It is recommended that, if the council deems best, the citizens be given an opportunity to express their wishes on this matter at an early election so that this program may be started this spring.

IMPROVEMENT PROCEDURE

Streets and Sewer

The usual procedure for permanently improving streets by paving and sewering is substantially as follows:

The city manager decides on the improvement program, based on requests from citizens and advice of the council.

The engineer prepares plans and specifications.

The council passes a "preliminary resolution" setting forth the location and kind of improvement, the method of payment and estimated cost.

The manager prepares an assessment report showing amount of assessments, benefits and damages, etc.

This report is filed with the council and the city clerk notifies property owners concerned as to the details of the proposed improvement and stating time and place to file complaints and claims before the board of revision of assessments.

Claims for damages must be filed with the board in writing within two weeks.

The board hears all complaints and objections, revises assessments when necessary and reports its findings and all claims for damages to the council.

The council if it decides the improvement shall proceed, passes an ordinance approving the plans and specifications, levying the assessments as reported by the board, and directing the manager to proceed with the work.

Notices for bids are published for fifteen days in two daily papers.

The bids are opened and the council authorizes the manager to award the contract to the successful bidder.

Sidewalk Procedure

No sidewalks can be built without the consent of the city council.

It is customary for those desiring sidewalks built or repaired to notify the city engineer.

The engineer investigates and prepares a description of the proposed work.

The council usually requests the property owner to construct or repair the walk according to the engineer's plans.

If the property owner fails to comply with the request, the council may contract for the work to be done and charge the cost to the property owner, subject to the usual liens, interest and penalties.

UNIVERSITY OF ILLINOIS LIBRARY
JUN 21 1922

"DO DROPS"

To Refresh the Memory and to Revive the Spirit of Co-operati

Do drop the habit of making messenger boys of your Councilma
Phone "92" instead.

Do drop around to the Colonial Building and get acquainted wi
your city employees.

Do drop a line to the City Manager, making suggestions and co
plaints, but do not forget to sign your name.

Do drop the custom of calling up city officials at their homes, ou
side of office hours, except in emergency cases.

Do drop in and make the City Treasurer glad by squaring up
accounts, if you owe the City money.

Do drop the idea that the police can make and keep the town cle
morally, without your help.

Do drop a hint to the police judge when you suspect law violatio
your confidence will be respected if requested.

Do drop a card to the City Physician, or call "331," whenever y
learn of any reportable disease, even a very mild case.

Do drop the notion that the Health Department is designed as
spite bureau, for use in "neighborly" altercations.

Do drop your garbage and other trash in proper cans for city c
lection, and not in the alley or over the river bank.

Do drop the hope that all street and sewer complaints can be giv
immediate attention; there are 28,000 other folks in to

Do drop the theory that a few soft coal cinders on a soft m
road will make a good pavement.

Do drop over on Hewes Street and see **our** "central fire statio
Then work for one we need not be ashamed of.

Do drop in at the Public Library some afternoon or evening
see what we have and what we need.

Do drop your work for two minutes more and lend a construct
thought to your city government.

Do drop the attached coupon into the mail box or bring it with
when you call at the Colonial Building.

Do drop your "hammer" and pick up your "saw" and "Let's go."